

# Appendix A. Trading Partner Registration Information

These are the trading partner registration data elements that will be collect by transaction set 838, Trading Partner Profile. Some data elements are public information, others have financial or commercial value to a vendor and cannot be released. Other data elements can be released provided the data are not associated with a specific name or location. Codes indicate status as either releasable (R), conditionally releasable (C), or not releasable (N).

Business name (legal name)	R
Applicant's name (if applicable; could be a component within a business)	R
Applicant's additional name information (if applicable)	R
Business address (number, street, city, state, and zip code)	R
Applicant's trading partner identification number (government will assign this number)	N
Type of application (initial, change, or renewal)	
Date of this application	R
Applicant's taxpayer identifying number (TIN) (employer's identification number or social security number)	N
Applicant's Data Universal Numbering System number	C
Applicant's Commercial and Government Entity (CAGE) code (if known)	C
Applicant's Contractor Establishment Code (CEC) (if known)	C
Applicant's organizational structure (individual, partnership, S-corporation, corporation, nonprofit organization, state or local government, and education institution)	C
Where incorporated (country or state)	C
Mailing address (number, street, city, state, and zip code, if different from business address)	R
Telephone number (area code and number)	R
Fax number (area code and number)	R
Parent company name (if applicable)	R
Parent company address (number, street, city, state, and zip code)	R
Parent company TIN number	N
Affiliate name (optional; can be multiple)	R
Affiliate TIN number(s)	N
Name of county	R
Labor surplus area (yes or no)	R
Vendor's administrative contract (name and telephone number)	N
Name and title of vendor's representative(s) authorized to sign offers and contracts	N
Accounting closing period (fiscal/accounting year)	R
Past 3 years' average annual receipts (accounting year)	C
Average number of employees during the preceding 12 months	R
Date business started or acquired	R
Geographic locations where the company wants to do business	C
Type of business (manufacturing/supplies, research and development, construction, services, etc.)	R
If regular dealer, dealer type (1 or 2)	R
Goods and services the company wants to provide (list all applicable SIC codes and FSC Codes)	C
Identify other equipment, supplies, or services not listed by SIC or FSC that the company wants to offer government	C

Special manufacturing equipment/materials not listed above in 33 and 34	C
Manufacturing quality assurance (e.g., MIL-1-45208, MIL-Q-9858, ISO 9000)	C
Will you accept purchase card orders?	C
If EFT, vendor's ACH preference (CCD+ or CTX)	C
Remittance address (number, street, city, state, and zip code) when payment must be made by check.	N
Name of financial institution (bank) where payment is to be sent	C
Financial institution address (number, street, city, state, and zip code)	C
Financial institution telephone number (area code and number) and contact person's name	C
American Bank Association number/nine-digit routing transit number	N
Vendor's financial service provider account(s) title and number	N
Account (checking, savings, or lock box)	C

Automated clearinghouse coordinator name and telephone number	R
Does the bank currently provide EFT remittance information?	C
If the bank is not capable of passing on remittance information, name and mailbox address of service provider if other than vendor or VAN	C
Business classification (If applicable; e.g., U.S. citizen, women-owned, minority-owned, veteran, etc.)	R
If minority owned, is in an 8(a) certified firm	R
Business size (large, small, or emerging)	R
VAN's name	C
Applicant's mailbox address at the VAN	N
Facility security clearance (secret, top Secret; OPM, DoD, or DOE)	C
Representations and certifications acknowledgment	R
Name of company officer, title (president, vice president, secretary, or treasurer), and date	N
Trading partner agreement acknowledgment	R